

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☐ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length _____ ☐ Formal Training and Development Assignment

☒ Student Assistant ☐ Seasonal Clerk

Position Title: Student Assistant
Location: Franchise Tax Board
Salary Range: \$7.86 - \$10.46

Classification: Student Assistant
Section/Unit: Various Section's
Number of Vacancies: _____

Job Description: (includes typical duties)

Participates in various phases of a planned training program; learns policies, procedures techniques; performs meaningful tasks which are valuable and necessary to the program department such as computation, programming and analysis of data.

Required Knowledge, Skills, and Abilities:

Applicants must be continually enrolled in a college program with a minimum of 6 units per semester. Student Assistant must submit "Official" transcripts and current class schedules on a semester basis (Fall and Spring).

Desirable Experience/Qualifications:

Student Assistants may work up to 1500 hours in a calendar year. If their time exhausted before the end of the year, they may be put on furlough status until the next calendar year.

Mail or hand deliver your application by: Continuous Filing
Contact Person: Carol O'Rourke Telephone Number: 845-5669
Address/Room Number: P.O. Box 550, Sacramento, CA. 95812-0550, Attention: Personnel Section
Special Instructions: **Submit an application (form 678)**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
Franchise Tax Board's TDD telephone number is (800) 822-6268.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.